

AUDIOVISUAL SERVICES

Interim Services for the New Campus

PATIENCE is a virtue-- and planning is a necessity--especially during this transition period as we begin to provide library and AV services to the new campus.

To serve your instructional needs, the AV staff has placed as much equipment as possible in individual departments on the new campus. In addition, a small collection of equipment has been stored in Room 2010.

If you need equipment that is already stored on the new campus in your department, contact your Division Chairperson. If you need equipment that is NOT already available in your department, take the following steps:

1. Call **Jean Epps** at ext. 2228 as far in advance as possible to schedule AV. Because some equipment is not available each day on the new campus, be sure to make your request **at least 24 hours in advance** so that arrangements can be made to have the equipment when you need it.

2. Include in your request the date, time, type of equipment needed (VCR, 16mm projector, etc.), as well as the call number

or title of the audiovisual item you need (VC 101, MP 32, etc.).

3. No more than 24 hours in advance, pick up any AV item (video, filmstrip, etc.) from the campus on which it is located.

Certain AV materials must be shared between campuses and between instructors. These will remain housed on the Fredd or Skyland Campuses. The instructor is responsible for picking up and returning these items to the original campus.

4. Just prior to your class, go to Room 2010 on the new campus and ask **Beth Englebert** (or Judy Holland) for the scheduled equipment.

5. All AV equipment is to be returned by the instructor to Room 2010 as soon after class as possible.

6. AV materials picked up at either the Fredd or Skyland Campus must be returned by the instructor directly to that campus. AV materials are checked out for 24 hours only.

The College does not own enough AV equipment to assign individual pieces to each individual instructor. Therefore, any piece of equipment may be recalled for use by other instructors when needed. Although the AV staff will avoid this as much as possible, it will be necessary to occasionally share equipment.

On the new campus, instructors are responsible for security of AV equipment. Instructors who loan equipment to another instructor, without using AV services, are responsible for returning all items to the assigned areas.

Thanks for your cooperation and patience,
Debbie Grimes

All AV equipment assigned to individual instructors must be supervised or stored in **locked** rooms and/or closets at all times. This is the **instructor's responsibility**.

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For equipment needed after 5:00 p.m., contact Jean Epps at ext. 2228; for other AV information, contact Sully Cochrane at ext. 2248; for other library information, contact Debbie Grimes at ext. 2233.